

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">25.10</p> <p>Date Filed</p> <p style="text-align: center;">October 14, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">2</p> <p>Effective Date</p> <p style="text-align: center;">February 3, 2006</p>
<p>References/Authority</p> <p>KRS 196.035, 197.020, 197.175 ACA 4-4446</p>	<p>Subject</p> <p style="text-align: center;"><b>ADMINISTRATIVE RELEASE OF INMATES</b></p>	

## I. DEFINITIONS

"Actual date of expiration of sentence" means a date on which the inmate's sentence is legally due to expire by minimum expiration of sentence or maximum expiration of sentence, as reflected on the inmate's resident record card.

"Administrative release" means the release of an inmate prior to his actual date of expiration of sentence.

## II. POLICY and PROCEDURES

The following procedures establish the guidelines for administrative release.

- A. Regardless of the inmate's actual date of expiration of sentence, he may be released on the first day of the month in which his sentence is due to expire. (For example, if an inmate's minimum expiration date is December 16, 2000, he may be released on December 1, 2000).
- B. If the first day of the month falls on a Saturday, Sunday or legal holiday, (for example, if the first day falls on Sunday), arrangements may be made to release the inmate on the last working day of the preceding month.
- C. An inmate shall not be kept beyond his actual date of expiration of sentence.
- D. If an inmate has an outstanding detainer lodged against him, arrangements shall be made prior to the month in which his sentence expires for him to be released to the detaining authorities on the first day of the month.

There may be extreme circumstances whereby releasing the inmate on the first day of the month may not be feasible. In these cases, the inmate shall be released on the first day possible, compatible to the needs of Corrections and the detaining authorities. Any release to a detainer, on a date other than the administrative release date or actual expiration date, shall be approved by the Administrator of Offender Records in Central Office or designee.

Policy Number	Effective Date	Page
25.10	February 3, 2006	2

- E. An inmate serving segregation time or whose expiration date has been extended as a result of disciplinary action shall not be released prior to his actual date of expiration of sentence.
- F. An inmate who has a pending disciplinary report or whose disciplinary action has been stayed pending an appeal, if the disciplinary report involves possible segregation time or good-time loss, shall not be released on the scheduled administrative release date, but shall be released on their actual expiration date.
- G. If an inmate becomes eligible to receive meritorious good time, educational good time or good time restoration, he shall not be discharged by administrative release if the paperwork for the award or credit is not processed in a timely manner. The meritorious good time, educational good time or good time restoration forms shall be received in Central Office no later than the fifteenth (15th) of the month, before the individual shall be eligible for administrative release. These forms shall be flagged so that they are readily identifiable. Facsimile copies shall not be accepted.
- H. If an inmate receives a meritorious good-time award, good-time restoration, or sentence reduction which makes his minimum expiration date past due, he shall be released on the first day administratively possible.
- I. Only inmates listed on the institution's minimum or maximum expiration lists or who have been approved by the Offender Information shall be released on the first administrative release date for the month.